



Missouri First Steps - Early Intervention  
Central Finance Office

### Direct Deposit Authorization/Change Request

The Missouri First Steps program provides a safe, easy, and trouble-free way for you to receive your payments.\* Direct Deposit places your payments electronically into your checking account instead of having to wait to receive your check by mail.

#### **Authorization/Change**

I hereby authorize the Missouri First Steps-Central Finance Office, hereinafter called DESE-CFO, to initiate credit entries, and debit entries for any erroneous credit, to the following bank account (checking accounts only).\*\*

#### **Payee Information:**

Payee Name: \_\_\_\_\_ FEIN/Social Security Number: \_\_\_\_\_

Payee Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Payee Telephone Number: \_\_\_\_\_

Financial Institution Name: \_\_\_\_\_

Account Information: Attach a voided or canceled check. A copy is acceptable.

Name on Account: \_\_\_\_\_

Routing Number									
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Account Number																	
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This authority is to remain in full force until DESE-CFO has received notification from me of its termination in such time and in such manner as to afford DESE-CFO and Depository a reasonable opportunity to act on it.

Furthermore, It is agreed that this agreement can be terminated by DESE-CFO with reasonable notification to the party.

Authorized Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### **Please Return Completed Form and Documentation to:**

Mail: Attn: Provider Enrollment  
Missouri First Steps – Central Finance Office  
P/O Box 29134  
Shawnee Mission, KS 66201-9134

For CFO Use Only	Date Received	Date Entered	Entered by	Test Complete date

\* If you elect to receive payments electronically, all funds must be designated to **one** account.

\* \*\*Negative balances at month end will not be debited from your checking account. The negative amount will be deducted from future payments.